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ABSTRACT

This booklet is designed to guide parents in finding appropriate child care for their children. It is divided in two main sections. The first part describes two Adult and Family Services (AFS) child care funding programs in the state of Oregon: (1) Aid to Dependent Children (ADC); and (2) Employment-Related Day Care (ERDC). Both programs cover expenses related to child care and inspect the appropriateness of the proposed child care provider for qualifying families. Under ADC, child care expenses are paid at a level needed for a parent to keep his or her job. ERDC covers a portion of child care expenses; in addition, a limited number of student-parents can qualify for AFS child care funding needed to continue school. This part of the report also describes the application process for approval in the programs, and provides a list of AFS child care rates. The second part of the booklet provides tips for finding good and steady child care, noting that careful and organized examination of potential child care providers forms the basis for making the right choice. Child care centers, family child care homes, group homes, preschool and Head Start, and before- and after-school care are some of the options offered. The standards they should meet, in areas including health and safety, quality of environment, and provider experience and cooperation, are also described. The report concludes with information on relevant Oregon State agencies, as well as a list of Child Care Resource and Referral services, listed by county. (AA)

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Adult and Family Services Division

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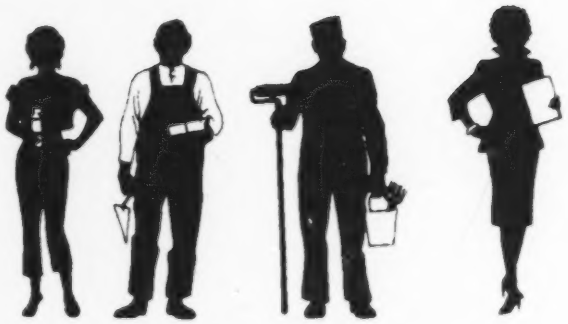
# A Parent's Guide to Child Care



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AFS 7478 (4-93)

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Program Information

Child Care Information

Discrimination shall not occur against anyone in any part of Adult and Family Services (AFS) programs. Benefit decisions, hearings or any program service shall occur without discrimination. This means without regard to age, race, color, sex, religion, national origin, political belief, marital status or disability. You can file a complaint if you think discrimination occurred against you in any AFS program.

**Space for Notes in Back of Booklet** ☞

State of Oregon
Department of Human Resources
Adult and Family Services Division

# Important Notice!

Two AFS booklets have an error in the Child Care Rate tables. Those booklets are:

| | | |
|---|---|---|
| • A Parent's Guide to Child Care | (AFS 7478) | Page 10 |
| • Child Care Provider Guide | (AFS 7492) | Page 18 |

The error is in the child care rates for the Ashland, Corvallis and Eugene areas. AFS calls those areas *Group Area B*. The correct child care rates for Group Area B are listed below:

## Group Area B

Zip Codes for Group Area B:
Eugene, Corvallis, Ashland

| | | | | | |
|---|---|---|---|---|---|
| 97330 | 97332 | 97339 | 97402 | 97404 | 97440 |
| 97331 | 97333 | 97401 | 97403 | 97405 | 97520 |

| | Family Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $2.00 | $17.50 | $85.00 | $371.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.75 | $15.00 | $75.00 | $340.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.50 | $15.00 | $75.00 | $300.00 | $1.65 | $14.00 | $70.00 | $259.00 |
| School | $1.50 | $15.00 | $75.00 | $300.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $2.00 | $17.50 | $85.00 | $371.00 | $2.00 | $18.00 | $90.00 | $345.00 |

**These are the corrected amounts.**

Temporary AFS 7892 (6-93)

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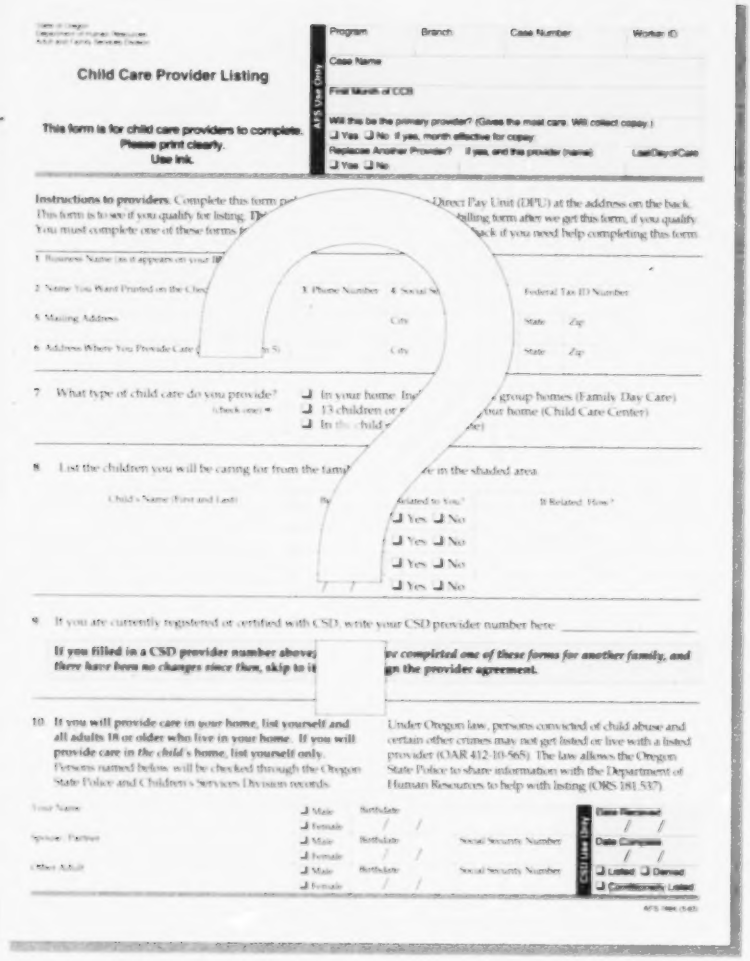
# *Program* Information





Child Care Provider Listing

This form is for child care providers to complete.
Please print clearly.
Use ink.

AFS Use Only

Program | Branch | Case Number | Worker ID

Case Name

Final Month of CCB

Will this be the primary provider? (Gives the most care. Will collect copay.)
❑ Yes ❑ No If yes, month effective for copay:

Replaces Another Provider? If yes, end the provider (name): Last Day of Care
❑ Yes ❑ No

Instructions to providers. Complete this form pri... Direct Pay Unit (DPU) at the address on the back. This form is to see if you qualify for listing. Th... alling form after we get this form, if you qualify. You must complete one of these forms f... back if you need help completing this form.

1. Business Name (as it appears on your IR...

2. Name You Want Printed on the Chec... 3. Phone Number 4. Social Se... Federal Tax ID Number

5. Mailing Address City State Zip

6. Address Where You Provide Care (... to 5) City State Zip

7. What type of child care do you provide? (Check one.) ❑ In your home. In... group homes (Family Day Care)
❑ 13 children or m... your home (Child Care Center)
❑ In the child's ...ne)

8. List the children you will be caring for from the family ...e in the shaded area.

| Child's Name (First and Last) | Birthdate | Related to You? | If Related, How? |
|---|---|---|---|
| | | ❑ Yes ❑ No | |
| | | ❑ Yes ❑ No | |
| | | ❑ Yes ❑ No | |
| | | ❑ Yes ❑ No | |

9. If you are currently registered or certified with CSD, write your CSD provider number here: _____

**If you filled in a CSD provider number above,** ...*ve completed one of these forms for another family, and there have been no changes since then,* **skip to it...** ...*gn the provider agreement.*

10. **If you will provide care in *your* home, list yourself and all adults 18 or older who live in *your* home. If you will provide care in the *child's* home, list yourself only.** Persons named below will be checked through the Oregon State Police and Children's Services Division records.

Under Oregon law, persons convicted of child abuse and certain other crimes may not get listed or live with a listed provider (OAR 412-10-565). The law allows the Oregon State Police to share information with the Department of Human Resources to help with listing (ORS 181.537).

| | | Birthdate | Social Security Number |
|---|---|---|---|
| Your Name | ❑ Male ❑ Female | / / | |
| Spouse, Partner | ❑ Male ❑ Female | / / | Social Security Number |
| Other Adult | ❑ Male ❑ Female | / / | Social Security Number |

CSD Use Only

Date Received / /

Date Complete / /

❑ Listed ❑ Denied

❑ Conditionally Listed

AFS 1666 (5-93)

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## Why Do I Need This Booklet?

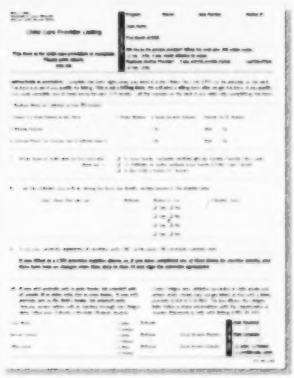
Good child care can help you keep the job you want. It also helps your child stay happy and healthy.

You know what kind of child care you want. This booklet can help you find that child care. It can also answer your questions about how child care works in two Adult and Family Services (AFS) programs. **The programs are:**

- Aid to Dependent Children (ADC), and
- Employment-Related Day Care (ERDC).

The booklet gives tips on how to choose child care, and who to call if you need help.

## The First Step — Listing Your Provider



AFS can only pay approved child care providers in the ADC and ERDC programs. To get approved, providers must meet the requirements for *Listing*.

If you qualify for ADC or ERDC, your worker will give you a *Child Care Provider Listing* form (AFS 7494) for each provider.

You must give a *Child Care Provider Listing* form to each provider and ask them to fill it out. They mail it to the address on the form.

**For Listing approval, your provider must:**

- *Be* at least age 16.
- *Give* their Social Security Number or Federal Tax Number.
- *Charge* you the same rate they normally charge other families.
- *Agree* to charge an hourly or reduced rate that reflects part-time care for children in their care less than 80 hours a month.
- *Keep* records of the hours and days they care for your children.
- *Allow* AFS to look at their records upon request.
- *Let* you have access to your children while they care for them.
- *Meet* certain health and safety standards. For example, they must have safe drinking water.
- *Give* out information about immunizations.
- *Take* steps to prevent the spread of infectious disease.
- *Pass* a criminal records and child abuse check on themselves.
- *Pass* a criminal records and child abuse check on other adults in their home, if that is where they care for your children.
- *Report* suspected child abuse to Childrens' Services Division (CSD) or a law enforcement agency.



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**Continued from page 3**

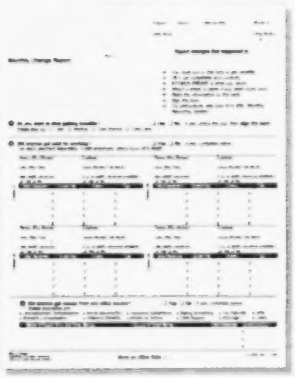
- *Tell* AFS of any arrests, convictions or involvement with CSD for themselves or other adults in their home.
- *Tell* AFS of name and address changes and changes of who lives with them.
- *Supervise* your children at all times.

When we get your provider's filled out *Child Care Provider Listing*, we temporarily approve them for payments. In two weeks, you should get a notice that we have matched your provider to your case. At the same time, we send your provider a *Child Care Billing* form. This is the form your provider uses to bill AFS for the child care they provide. We send this form to your provider in the mail only after they send in their *Child Care Provider Listing* form. They cannot get a *Child Care Billing* form from the AFS office or from you.

We send your provider's listing form to CSD for the criminal records and child abuse checks. We keep sending your provider *Child Care Billings*, as long as you qualify and they pass Listing. The whole Listing process may take several months. If your provider fails Listing, we will stop sending the *Child Care Billings*. If that happens, we will send you a notice telling you what you need to do.

Your worker will also give you a *Child Care Provider Guide* (AFS 7492) to give to each provider.

## How Child Care in The ADC Program Works



When you get ADC, you must report your income from work each month on your *Monthly Change Report* (AFS 859A). You must turn the form in to AFS by the 10th of the month. AFS uses the form to figure your monthly benefits.

We send your Listed provider a *Child Care Billing* each month before they provide your child care. AFS pays your provider when they send in their *Child Care Billing*. We send you a notice each month telling you how much we paid your provider.

When you get ADC, AFS will pay the child care you need to keep your job. **Time you need to keep your job means:**

- Your time at work.
- Your meal time while working.
- Your travel time from child care to work and back again.
- The time that you or your child is sick.

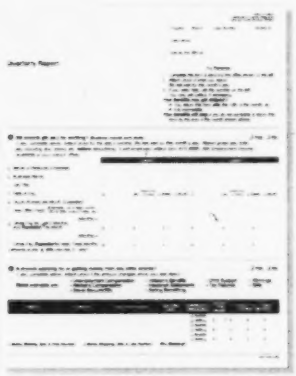
Have your provider bill AFS *only* for the time you need to keep your job. If they bill and get paid for other time, we will seek repayment from you.

AFS will pay the whole child care bill, as long as your provider charges within our child care rates. (See pages 9-12 for the rates that apply to your area.)

**Remember:** If you choose a provider that charges more than the AFS rates, you must pay the extra cost.



## How the ERDC Program Works



When you get ERDC, you qualify for AFS to pay the child care you need to keep your job or go to school.

**Time you need to keep your job means:**

- Your time at work.
- Your meal time while working.
- Your travel time from child care to work and back again.
- The time that you or your child is sick.

AFS has a program for students called the ERDC-SBG program. Only a limited number of students qualify. *Unless you qualify for this program, AFS cannot pay for your child care while you attend school.*

**Time you need for school means:**

- Your time at school.
- Your time for study.

Have your provider bill AFS *only* for the time you need to keep your job or to go to school. If they bill and get paid for other time, we will seek repayment from you.

When you get ERDC, you get a notice about your share of the child care bill. Your share is called the *copay*. Your Listed provider gets a *Child Care Billing* which shows your copay, each month before they provide your child care. **You pay the copay to your provider**. AFS pays its share to your provider when they send in their *Child Care Billing*. **AFS cannot pay your copay**. AFS will pay the rest of the child care bill, if your provider charges within our child care rates (see pages 9-12 for the rates that apply to your area). We will send you a notice each month telling how much we paid your provider.

**Continued from page 5**

**Remember:** If you choose a provider that charges more than the AFS rates, you must pay the extra cost. AFS sends you a notice each month telling you how much we paid your provider.

When you get ERDC, you must always choose a primary provider. The primary provider will collect the copay. If you have more than one provider, the primary provider usually keeps your children the biggest share of the time. AFS will not send any *Child Care Billings* until we know who your primary provider is.

AFS figures your copay based on your ERDC application when your case begins. After that, AFS uses your *Quarterly Report* form (AFS 7476) you fill out every 3 months. The copay will stay the same each month unless you report a major change. We send you a notice whenever your copay changes.

Your copay is important. Providers have to be paid to stay in business. We recommend you get proof of payment. Ask your provider for receipts when you pay your copay. **If you do not take care of your copay, AFS will close your child care case.**

## What You Must Report

**If you get ERDC, you must report the following changes to your worker right away:**

- Changes of address.
- Changes of employment and sources of income.
- Changes of student status.
- When someone moves into or out of your home.
- When you change your provider.

Your copay may decrease during the quarter if your income decreases by at least $50 per month. Your copay may also change during the quarter as a result of changes in your job, in other sources of income or in who lives with you.

If you work more hours or your wages go up, report that on the *Quarterly Report* form (you don't have to contact your worker).

## Changing Providers

If you change providers, call the Direct Pay Unit (DPU) right away.

**Call DPU when:**

- You stop using one provider and start using another.
- You add another provider to ones you are already using.
- You stop using a provider but keep others you are already using.
- For ERDC, you want to change who is the primary provider.

Be ready to tell DPU each provider's name and when they will start or stop caring for your children. DPU's telephone number is 1-800-442-6451 statewide and 378-3508 in Salem.

**It is very important you call DPU with changes right away**. Providers need their *Child Care Billing* forms before they provide care for your children. Otherwise payments could be delayed.

DPU will send you a *Child Care Provider Listing* form (AFS 7494) to give to new providers. They will change your file so each provider keeps getting the right *Child Care Billing* forms.

**AFS Child Care Rates Next Page**

## AFS Child Care Rates

**Providers cannot charge AFS families a rate above what they normally charge other families. For a child in care less than 80 hours per month, the provider must bill an hourly rate for that child, or a reduced rate that reflects part-time care. The following are the highest rates AFS will pay for child care. The rates are based on a statewide survey of child care providers. They vary by the age of the child, the type of care and the area of the state. The rate tables are organized by the zip code where the provider gives care. The last table lists zip codes that are not listed separately.**

**No matter what rate a provider charges, AFS cannot pay over these maximums per month, per child:**

**$450—Full time Child Care Center care**

**$371—Full time Family/Group care**

**This means when more than one provider serves the same child, we will not pay over these maximums.**

Age Definitions

*Infant*: ..... Newborn through 11 months.

*Toddler*: ..... 1 year through 30 months.

*Preschool Child*: ..... 31 months through 5 years.

*School Child*: ..... 6 years through 17 years.

*Special Needs Child*: ..... A child on ADC, SSI or ERDC needing more costly care due to a physical, behavioral or mental disability. The provider must state the care is more costly. The parent must give proof of the child's disability. Parents must contact their worker to get this higher rate.

### Group Area A

Zip Codes for Group Area A:

Portland Metropolitan Area (Portland, Beaverton, Tigard, Oregon City, Gresham, etc.)

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 97005 | 97060 | 97206 | 97217 | 97228 | 97239 | 97250 | 97261 | 97272 | 97283 | 97294 |
| 97006 | 97062 | 97207 | 97218 | 97229 | 97240 | 97251 | 97262 | 97273 | 97284 | 97295 |
| 97007 | 97068 | 97208 | 97219 | 97230 | 97241 | 97252 | 97263 | 97274 | 97285 | 97296 |
| 97009 | 97080 | 97209 | 97220 | 97231 | 97242 | 97253 | 97264 | 97275 | 97286 | 97297 |
| 97015 | 97124 | 97210 | 97221 | 97232 | 97243 | 97254 | 97265 | 97276 | 97287 | 97298 |
| 97027 | 97200 | 97211 | 97222 | 97233 | 97244 | 97255 | 97266 | 97277 | 97288 | 97299 |
| 97030 | 97201 | 97212 | 97223 | 97234 | 97245 | 97256 | 97267 | 97278 | 97289 | |
| 97034 | 97202 | 97213 | 97224 | 97235 | 97246 | 97257 | 97268 | 97279 | 97290 | |
| 97035 | 97203 | 97214 | 97225 | 97236 | 97247 | 97258 | 97269 | 97280 | 97291 | |
| 97036 | 97204 | 97215 | 97226 | 97237 | 97248 | 97259 | 97270 | 97281 | 97292 | |
| 97045 | 97205 | 97216 | 97227 | 97238 | 97249 | 97260 | 97271 | 97282 | 97293 | |

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $2.00 | $17.50 | $85.00 | $371.00 | $3.50 | $25.00 | $108.00 | $450.00 |
| Toddler | $1.75 | $15.00 | $75.00 | $340.00 | $3.50 | $25.00 | $108.00 | $450.00 |
| Preschool | $1.50 | $15.00 | $75.00 | $300.00 | $3.00 | $19.00 | $77.00 | $350.00 |
| School | $1.50 | $15.00 | $75.00 | $300.00 | $3.00 | $18.00 | $75.00 | $340.00 |
| Spec. Need | $2.00 | $17.50 | $85.00 | $371.00 | $3.50 | $25.00 | $108.00 | $450.00 |

## Group Area B

Zip Codes for Group Area B:
Eugene, Corvallis, Ashland

| | | | | | | |
|---|---|---|---|---|---|---|
| 97330 | 97332 | 97339 | 97402 | 97404 | 97440 |
| 97331 | 97333 | 97401 | 97403 | 97405 | 97520 |

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $2.00 | $17.50 | $85.00 | $371.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.75 | $15.00 | $75.00 | $340.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.50 | $15.00 | $75.00 | $300.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| School | $1.50 | $15.00 | $75.00 | $300.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $2.00 | $17.50 | $85.00 | $371.00 | $2.00 | $18.00 | $90.00 | $345.00 |

## Group Area C

Zip Codes for Group Area C:
Clatsop, Polk (excl. West Salem), and Washington (excl. Portland Metro.) Counties, and Springfield
Does not include Clatsop/Columbia, Clatsop/Tillamook, Polk/Yamhill, Polk/Benton zip codes, which are in Group Area F.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 97070 | 97103 | 97113 | 97117 | 97121 | 97133 | 97145 | 97344 | 97371 | 97482 |
| 97075 | 97106 | 97115 | 97119 | 97123 | 97138 | 97146 | 97351 | 97477 | |
| 97076 | 97109 | 97116 | 97120 | 97125 | 97144 | 97338 | 97370 | 97478 | |

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $1.75 | $15.00 | $75.00 | $326.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.50 | $15.00 | $75.00 | $300.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.50 | $14.00 | $70.00 | $280.00 | $1.65 | $14.00 | $70.00 | $259.00 |
| School | $1.50 | $14.00 | $70.00 | $280.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $1.75 | $15.00 | $75.00 | $326.00 | $2.00 | $18.00 | $90.00 | $345.00 |

## Group Area D

Zip Codes for Group Area D:
Salem area, including West Salem (Polk County)

97301 97303 97305 97307 97309 97311 97313
97302 97304 97306 97308 97310 97312 97314

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $1.50 | $15.00 | $75.00 | $300.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.50 | $15.00 | $75.00 | $300.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.50 | $14.00 | $70.00 | $280.00 | $1.65 | $14.00 | $70.00 | $259.00 |
| School | $1.25 | $12.00 | $62.00 | $250.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $1.50 | $15.00 | $75.00 | $300.00 | $2.00 | $18.00 | $90.00 | $345.00 |

## Group Area E

Zip Codes for Group Area E:
Jackson and Union Counties, and Grants Pass

97501 97503 97522 97525 97527 97535 97537 97540 97824 97841 97876
97502 97504 97524 97526 97530 97536 97539 97541 97827 97850 97883

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $1.75 | $15.00 | $75.00 | $325.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.50 | $15.00 | $75.00 | $300.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.25 | $12.00 | $60.00 | $239.00 | $1.65 | $14.00 | $70.00 | $259.00 |
| School | $1.25 | $12.00 | $60.00 | $239.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $1.75 | $15.00 | $75.00 | $325.00 | $2.00 | $18.00 | $90.00 | $345.00 |

## Group Area F

Zip Codes for Group Area F:
Balance of State, Other State Zips

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 83628 | 97029 | 97067 | 97147 | 97358 | 97385 | 97423 | 97448 | 97473 | 97534 | 97639 | 97735 | 97818 | 97848 | 97886 |
| 83629 | 97031 | 97071 | 97148 | 97359 | 97386 | 97424 | 97449 | 97476 | 97538 | 97640 | 97736 | 97819 | 97856 | 97901 |
| 83660 | 97032 | 97101 | 97149 | 97360 | 97388 | 97425 | 97450 | 97479 | 97543 | 97641 | 97737 | 97820 | 97857 | 97902 |
| 89421 | 97033 | 97102 | 97321 | 97361 | 97389 | 97426 | 97451 | 97480 | 97544 | 97660 | 97738 | 97821 | 97858 | 97903 |
| 97001 | 97037 | 97107 | 97324 | 97362 | 97390 | 97427 | 97452 | 97481 | 97601 | 97701 | 97739 | 97822 | 97859 | 97904 |
| 97002 | 97038 | 97108 | 97325 | 97363 | 97391 | 97428 | 97453 | 97484 | 97602 | 97702 | 97740 | 97823 | 97861 | 97905 |
| 97003 | 97039 | 97110 | 97326 | 97364 | 97392 | 97429 | 97454 | 97486 | 97603 | 97703 | 97741 | 97825 | 97862 | 97906 |
| 97004 | 97040 | 97111 | 97327 | 97365 | 97394 | 97430 | 97455 | 97487 | 97604 | 97704 | 97742 | 97826 | 97863 | 97907 |
| 97010 | 97041 | 97112 | 97328 | 97366 | 97396 | 97431 | 97456 | 97488 | 97620 | 97705 | 97750 | 97828 | 97864 | 97908 |
| 97011 | 97042 | 97114 | 97329 | 97367 | 97406 | 97432 | 97457 | 97489 | 97621 | 97706 | 97751 | 97830 | 97865 | 97909 |
| 97013 | 97044 | 97118 | 97335 | 97368 | 97407 | 97433 | 97458 | 97490 | 97622 | 97707 | 97752 | 97831 | 97867 | 97910 |
| 97014 | 97048 | 97122 | 97336 | 97369 | 97408 | 97434 | 97459 | 97491 | 97623 | 97708 | 97753 | 97833 | 97868 | 97911 |
| 97016 | 97049 | 97127 | 97341 | 97370 | 97409 | 97435 | 97460 | 97492 | 97624 | 97709 | 97754 | 97834 | 97869 | 97913 |
| 97017 | 97050 | 97128 | 97342 | 97372 | 97410 | 97436 | 97461 | 97493 | 97625 | 97710 | 97756 | 97835 | 97870 | 97914 |
| 97018 | 97051 | 97130 | 97343 | 97373 | 97411 | 97437 | 97462 | 97494 | 97626 | 97711 | 97758 | 97836 | 97871 | 97917 |
| 97019 | 97053 | 97131 | 97345 | 97374 | 97412 | 97438 | 97463 | 97495 | 97627 | 97712 | 97759 | 97837 | 97872 | 97918 |
| 97020 | 97054 | 97132 | 97346 | 97375 | 97413 | 97439 | 97464 | 97496 | 97630 | 97720 | 97760 | 97838 | 97873 | 97919 |
| 97021 | 97055 | 97134 | 97347 | 97376 | 97414 | 97441 | 97465 | 97497 | 97632 | 97721 | 97761 | 97839 | 97874 | 97920 |
| 97022 | 97056 | 97135 | 97348 | 97377 | 97415 | 97442 | 97466 | 97498 | 97633 | 97722 | 97801 | 97840 | 97875 | 99352 |
| 97023 | 97057 | 97136 | 97350 | 97378 | 97416 | 97443 | 97467 | 97499 | 97634 | 97730 | 97810 | 97842 | 97877 | 99360 |
| 97024 | 97058 | 97137 | 97352 | 97380 | 97417 | 97444 | 97468 | 97523 | 97635 | 97731 | 97812 | 97843 | 97880 | |
| 97025 | 97063 | 97140 | 97353 | 97381 | 97418 | 97445 | 97469 | 97531 | 97636 | 97732 | 97813 | 97844 | 97882 | |
| 97026 | 97064 | 97141 | 97355 | 97383 | 97419 | 97446 | 97470 | 97532 | 97637 | 97733 | 97814 | 97845 | 97884 | |
| 97028 | 97065 | 97143 | 97357 | 97384 | 97420 | 97447 | 97472 | 97533 | 97638 | 97734 | 97817 | 97846 | 97885 | |

| | Family/Group | | | | Center | | | |
|---|---|---|---|---|---|---|---|---|
| | Hourly | Daily | Weekly | Monthly | Hourly | Daily | Weekly | Monthly |
| Infant | $1.50 | $15.00 | $75.00 | $300.00 | $2.00 | $18.00 | $90.00 | $345.00 |
| Toddler | $1.50 | $15.00 | $75.00 | $300.00 | $1.70 | $19.00 | $95.00 | $370.00 |
| Preschool | $1.25 | $12.00 | $60.00 | $239.00 | $1.65 | $14.00 | $70.00 | $259.00 |
| School | $1.25 | $12.00 | $60.00 | $239.00 | $1.50 | $11.00 | $56.00 | $207.00 |
| Spec. Need | $1.50 | $15.00 | $75.00 | $300.00 | $2.00 | $18.00 | $90.00 | $345.00 |

# *Child Care* Information

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## How Do I Look for Child Care?

Finding good, steady child care can take work. It is a new skill for today's parents. The more you know about child care, the better you will feel about leaving your child.

Help is available. You can call your local Child Care Resource and Referral (R&R) agency. They can help you find the kind of child care you need.

The R&R will listen to your needs. They have names of some providers in your community. There may be a small fee for this service. A list of the R&Rs in Oregon is in the back of this booklet. Call one of these R&Rs or 1-800-342-6712 for help.

**Some other ways to find child care are:**

- Ask friends and family for names of good child care providers.
- Look in newspapers and telephone yellow pages.
- Check with churches or children's clubs.
- Ask at your doctor's office, local grade school or child care provider organization.

**Remember:** When looking for child care, you are not alone. Help is as near as the phone.

## Where to Start

1. Carefully read the information your caseworker has given you. Ask questions until you understand the program.

2. Find out what your *copayment* will be. This is the part of the bill you must pay to the provider. Your caseworker can give you a copy of the copayment table and help you figure out your copayment.

3. Call your local Child Care R&R for information and names of child care providers. There may be a small fee for this service.

4. Decide on which type of care you prefer for your child. There is a list in this booklet of what's available in Oregon.

5. Make your first phone call to possible providers to see if they have openings that might fit your needs. If you like what you hear, make an appointment to visit the provider. Visit more than one provider so that you can compare.

**Continued from page 15**

6. When you visit providers, use your *Good Care Checklist* on pages 18-20 to help you ask important child care questions. **Choose carefully and trust yourself.**

## Types of Child Care

You are the only one who can decide what kind of child care is right for your family. The more you know about your choices, the easier it is to find what is right for your child. There are many types of child care in Oregon. In your community you may have:

- **Child Care Centers.**
- **Family Child Care Homes.**
- **Group Homes.**
- **Preschool/Head Start.**
- **Before and After School Care.**

**Child Care Centers** serve larger groups of children (over 10) usually from the age of 2-1/2 to 5 years old. Some will take babies and school-age children.

Child care centers must be certified by the state of Oregon. The certificate must be posted where parents can see it. Centers must meet certain basic health and safety standards. They are inspected yearly. Some training is required for caregivers in child care centers. The state checks these providers for a criminal history and child abuse records.

Centers are not located in private homes. Centers have regular hours that do not change.

**Family Child Care Homes** provide care for smaller groups of children in private homes. Oregon law does not require these homes to be inspected. These providers cannot care for more than 10 children under age 13, including the provider's own children.

Family child care providers can voluntarily register with the state. Registered providers are limited to two infants in care. The state checks registered providers for a criminal history and child abuse records.

**Group Homes** are like family child care homes, but can take care of larger groups of children. Group homes must be certified by

Children's Services Division (CSD). The certificate must be posted where parents can see it. Certified group homes can care for more than 10 children. The total number depends on the age of the children in care. Your local CSD branch or Child Care R&R can answer questions about how many children it is legal to care for.

Group homes must meet certain health and safety standards and CSD inspects the home.

☞ **Preschool/Head Start** are part-day educational programs eligible parents use for part of their child care. These programs usually are combined with other child care because they may not run all day.

☞ **Before and After School programs** are usually for children 5-12 years old. They may operate in the child's school or in another building. Some programs must be certified. Providers in certified programs are checked for criminal and child abuse records. Certified programs are also inspected by the state.



## The USDA Food Program

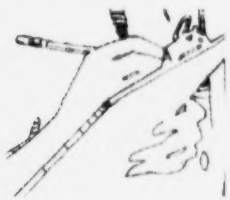
This program pays providers to give children nutritious meals and snacks. It keeps child care costs down because the government helps pay for food.

Only state registered or certified child care providers can be in the program. Providers must plan daily menus of nutritious meals and snacks. The program does not pay for "junk food."

A person from the USDA food program visits food program providers three to four times each year. They teach providers what foods are good for healthy growth and make sure healthy food is being served.

Encourage your child care provider to join the USDA food program. This will help keep child care costs down and help your child get healthy meals and snacks.

## Good Care Checklist



Most people believe that:

- Children need to feel loved and comfortable.
- Children need to be safe from danger.
- The group a child is in should be small enough so each child gets the attention she or he needs.
- Children need to know and trust the person who cares for them.
- Children are happier and better able to trust adults when their care is steady and with the same person.
- A person who cares for children needs to know what children of different ages need.
- Children need space and interesting activities for healthy growth.

The following checklist has questions that can help you choose a good child care provider. Take this with you when you talk to a provider.

### The Basics

- ❑ The hours meet my needs.
- ❑ The fee is affordable.
- ❑ I can get my child to that location.
- ❑ Is this provider registered or certified?

### Health and Safety Standards

- ❑ The facility has running water that is safe to drink.
- ❑ The facility has a working smoke detector on each level and each area where children nap.
- ❑ Each area children use has two usable exits, OR there is an evacuation plan for emergencies.
- ❑ Fireplaces, space heaters, wood stoves, stairways and other hazards have barriers to protect children.
- ❑ Firearms, ammunition and other dangerous items such as medicine, drugs, poisons, cleaning supplies, paint and plastic bags are kept out of children's reach.
- ❑ The facility, grounds, toys, equipment and furniture are kept clean, sanitary and hazard free.
- ❑ Children are supervised at all times.

### The Place

- ❑ The home or center is bright and cheerful.
- ❑ Children seem happy.
- ❑ There is a plan for each day.
- ❑ A phone is available with emergency numbers posted.

- ❑ There are books, paper, arts & crafts supplies, and building toys for children.
- ❑ There is a safe and quiet place for naps.
- ❑ TV viewing is limited.

**The Provider**

- ❑ Has experience working with young children.
- ❑ Talks to children in warm and friendly ways.
- ❑ Uses positive discipline.
- ❑ Does not use spanking or hurtful words.
- ❑ Likes children and wants to do child care.
- ❑ Provides references.
- ❑ Allows parents to visit at any time.
- ❑ Is willing to answer parent's questions.
- ❑ Shares information about the child with the parent.
- ❑ Lets parents be part of the program.

**Ask Yourself:**

- ❑ Would I be happy here?
- ❑ Do I feel comfortable leaving my child here?

**Age of Your Child**

Each age group of children has important needs that are special for that age. The following questions will help you learn if a provider understands the needs of your child.

INFANTS

Babies have special needs for love and holding.

*Ask the child care provider:*

- ❑ How will you feed my baby?
- ❑ What will you do when my baby cries?
- ❑ How often will you change my baby?
- ❑ Where will my baby learn to crawl?

TODDLERS

Toddlers are busy and need a safe place to explore and learn.

*Ask the child care provider:*

- ❑ Is there space for my child to climb and crawl?
- ❑ How will you keep my child from choking?
- ❑ How will you help my child with toilet training?
- ❑ How will children learn to be together?

**Continued from page 19**

PRESCHOOLERS

Children this age are busy learning about the bigger world around them. They are trying new skills and doing lots of pretend play.

*Ask the child care provider:*

- ❑ Where can children move fast and be loud?
- ❑ How can you help children help each other?
- ❑ Are there dress-up and pretend spaces?

◆

SCHOOL AGE

After a busy day in school, these children are tired of sitting still and doing what teachers want them to do.

*Ask the child care provider:*

- ❑ What activities are there that are different from what my child does at school?
- ❑ What choices of things to do will you offer my child?
- ❑ How will you make my child feel welcome?

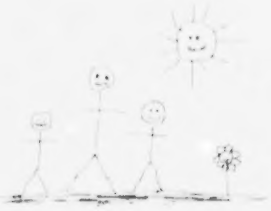
◆

## References

Calling references is an important way to learn more about a child care provider or center. Tell the person who you are and that you would like to ask a few questions about the provider. **Questions you want to ask may include:**

- ❑ How do you know the provider?
- ❑ How long have you known the provider?
- ❑ What did you like most about the way your children were cared for?
- ❑ What didn't you like about the provider?
- ❑ Would you use this person or program again?

## Resources for Families



Many local agencies offer help or programs that may interest you. Look below for a list of agencies in your community. On the next page are the Child Care Resource and Referrals listed by county.

In addition to these agencies, other local organizations can help with information and programs for children.

**For further listings, please check with:**

- Local Parks and Recreation Departments
- Libraries
- Community colleges
- YMCA or YWCA organizations
- Child care provider organizations
- Parent/teacher organizations at local schools
- Legal Aid

## Local Agencies

Poison Control Center
1-800-452-7165
Portland ONLY - 494-8968

Parent Helpline
1-800-345-5044

Teenage Pregnancy
1-800-342-6688

WIC (Women, Infants, Children Food Assistance)
1-800-422-6012
Portland ONLY - 229-5697

USDA Child Care Food Program
1-800-424-5369

LaLeche League of Oregon
591-7244

AIDS Hotline
1-800-777-2437

American Heart Association of Oregon
1-800-452-9445

American Lung Association of Oregon
1-800-223-8023

Vision Northwest
1-800-448-2232

Lawyer Referral Service
1-800-452-7636
Portland ONLY - 684-3763

TEL-LAW (Tapes on Legal Subjects)
1-800-452-4776

Daycare Certification and Registration
1-800-556-6616

Literacy Line of Oregon
1-800-322-8715

Linn-Benton Crisis Service
1-800-543-8077

Alcohol/Drug Helpline
1-800-621-1646





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## Child Care Resource and Referral Services

Please feel free to contact your local Child Care Resource & Referral:

*Baker, Grant, Union & Wallowa Counties*
Child Care Connection
Center for Parenting Excellence
1104 K Ave.
LaGrande, OR 97850
963-9101, 1-800-456-9101

*Clackamas, Multnomah, & Washington Counties*
Metro Child Care Resource & Referral
PO Box 16521
Portland, OR 97216
253-5000, 1-800-695-6988

*Clatsop, Columbia & Tillamook Counties*
Child Care Resource & Referral
Community Action Team
310 Columbia Blvd.
St. Helens, OR 97051
Clatsop: 325-1053; Columbia: 397-3511;
Tillamook: 842-5261

*Coos, Curry, Harney & Malheur Counties*
Oregon Child Care Resource & Referral Network
Mid-Willamette Valley Community Action
1900 Front St. NE
Salem, OR 97303
1-800-342-6712

*Crook, Deschutes & Jefferson Counties*
Child Care Resources
Central Oregon Community Action Agency Network
2303 SW First St.
Redmond, OR 97756
385-6753, 1-800-445-5770

*Douglas County*
Douglas County Child Care Resource & Referral
Umpqua Community Action Network
2448 W. Harvard Blvd.
Roseburg, OR 97470
672-7004, 672-7955, 1-800-443-0812

*Gilliam, Morrow, Umatilla & Wheeler Counties*
Child Care Resource & Referral
Head Start of Umatilla & Morrow Counties
721 SE Third
Pendleton, OR 97801
278-0770, 1-800-559-5878

*Hood River, Sherman & Wasco Counties*
Child Care Connections
Columbia Gorge Community College
300 E. Fourth St.
The Dalles, OR 97058
386-6300, 298-5200, 1-800-755-1143

*Jackson & Josephine Counties*
Child Care Resource Network
The Job Council
3069 Crater Lake Ave.
Medford, OR 97504
776-5100, 479-7861, 1-800-866-9034

*Klamath & Lake Counties*
Child Care Resource & Referral
Klamath Falls School District
1336 Avalon
Klamath Falls, OR 97603
883-4762, 1-800-866-9835

*Lane County*
Child Care Resource Connection
Lane Community College
1077 Willamette St.
Eugene, OR 97401
726-3954, 1-800-222-3290

*Lincoln County*
Careerpaths
Lincoln County CCR&R
163 NE 11th St.
Newport, OR 97365
265-3087

*Linn & Benton Counties*
CCR&R of Linn & Benton Counties
6500 SW Pacific Blvd.
Albany, Oregon 97321
967-6501, 1-800-845-1363

*Marion, Polk & Yamhill Counties*
Child Care Information Service
Mid-Willamette Valley Community Action Agency
1900 Front St. NE
Salem, OR 97303
Marion & Polk: 585-2491
Yamhill: 472-9665, 1-800-289-5533



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Notes

Notes

Department of Human Resources
Adult and Family Services Division
500 Summer St NE
Salem OR 97310-1013

Bulk Rate
US Postage
Paid
Salem OR 97310
Permit No. 20